**Entering Previous Nine Weeks Final Grades for Transfer Students High School Instructions**

*In order for semester averages to be calculated correctly, teachers* ***MUST*** *manually enter the final grade for each nine weeks* ***of the semester*** *in which the student is enrolled in your class. This must be done for* ***each class.*** *\*These grades should be provided to you by the previous teacher or by someone in the guidance department.*

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| 1. Open your Powerschool Portal and launch PowerTeacher Pro |  |
| 2. Select the desired class from the class dropdown. |  |
| 3. Click on Grading and select Scoresheet. |  |
| 4. Choose the Reporting Term (in the upper right-hand corner)  *(Example: N1, N2, N3, N4)* |  |
| 5. Look in the Final Grade column  (there should be a dash since the student did not have a final grade in your class) |  |
| 6. Click on the dash to open the Score Inspector. |  |
| 7. Enter the Final Grade Percentage  8. Be sure to choose the correct letter grade that represents the percentage you entered.  11. Close the box. |  |
| 12. You will now see the letter and number score in the Final Grade section where the dashes used to be. |  |
| 13. Repeat steps 1-12 for EACH nine weeks that the student was NOT in your class. |  |

**Finding Grades for Withdrawn Students**

**\****If a student withdraws from your class and enrolls in another class in the school, you should provide the NEW teacher with the Final Grades for each nine weeks the student was enrolled with you as well as provide any grades in progress for the current nine weeks.*

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| 1. Open your gradebook. |  |
| 2. Click on a class for which you need to find the grade of a student who has left your class. |  |
| 3. Click on Students and select Show Dropped in the upper right-hand corner.  4. Select the desired student. |  |
| You will see the grades for that student only for the Reporting period shown at the top. Write down that final grade and/or grades in progress to give to the student’s new teacher. |  |